

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:  
RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

2019 OCT 18 PM 12:44

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): German Marshall Fund of the United States

Travel date(s): September 17 - 20, 2019

Name of accompanying family member (if any): None

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$700.92 (round-trip economy class airfare/ \$100 ground transportation from and to airport)	\$714	\$525	None
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see agenda addendum

10/18/19  
(Date)

Emily Benavides  
(Printed name of traveler)

Emily Benavides  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/18/19  
(Date)

Rob Anton  
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC SEP 9'19AM 8:54

originally submitted Aug. 14, 2019

Name of Traveler: Emily Benavides

Employing Office/Committee: Senator Rob Portman (R-OH)

Private Sponsor(s) (list all): German Marhsall Fund

Travel date(s): September 17-20, 2019

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Paris, France

Explain how this trip is specifically connected to the traveler's official or representational duties:

As Deputy Communications Director, I'm responsible for assisting in the management of the five person press team, distilling Congress into soundbites for the press, and working with bipartisan colleagues on proactive messaging. This summit is focused on inclusive leadership which will help me complete my tasks for the Senator by instilling and cultivating my leadership skills while providing a forum for bipartisan networking. As the Senator is on Foreign Relations, this summit will also offer enhanced connectivity and collaboration with my counterparts in Europe, forging relationships that will be mutually beneficial moving forward.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/9/19  
(Date)

Emily Benavides  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Rob Portman hereby authorize Emily Benavides  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9-9-19  
(Date)

Rob Portman  
(Signature of Supervising Senator/Officer)



**G | M | F** The German Marshall Fund  
of the United States  
**STRENGTHENING TRANSATLANTIC COOPERATION**

## Inclusive Leadership Summit Achieving Political Inclusion

Paris, France  
September 18-20, 2019

## Agenda

Tuesday, September 17

5:20 pm *Emily Benavides departs Dulles International Airport (IAD) for Paris, France, on United Airlines Flight 915.*

Wednesday, September 18

**6:55am** *Emily Benavides arrives in Charles de Gaulle Airport, Paris, France on United Airlines 915.*

**8:00am – 9:00am** *Emily Benavides transports to BoB Hotel.*

**9:00am** *Emily Benavides arrives at BoB Hotel and checks in.*

**Location: BoB Hotel, 30 Rue Pernety, Paris, France 75014**

**9:30am – 11:55am** *Emily Benavides' Congressional work period.*

**12:00pm** *Emily Benavides registers for the Inclusive Leadership Summit.*

**12:20pm – 1:00pm** *Emily Benavides transports with participants to Assemblée Nationale.*

**1:00pm – 3:30pm**      **Briefing Luncheon: Inclusive Leadership Summit Scene-Setter**

**Location: *Assemblée Nationale* (Please bring your ID)**

126 Rue de l'Université, 75007 Paris

*Alexandra de Hoop Scheffer, Director of Paris Office, Senior Fellow, GMF*

*Reta Jo Lewis, Director of Congressional Affairs; Senior Fellow, GMF*

**Kristel Ba**, Program Officer for Inclusive Leadership, GMF Paris

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9:30pm End of the evening program

9:35pm - 10:05pm Emily Benavides transports to BoB Hotel.

#### Thursday, September 19

8:00am – 8:30am Emily Benavides transports from Bob Hotel with participants to Assemblée Nationale.

8:30am – 9:00am Welcome and Introduction

**Location: Assemblée Nationale (Please bring your ID)**

**126 Rue de l'Université, 75007 Paris**

*Dr. Elandre Dedrick, ACLS Mellon Public Fellow and Program Officer for Inclusive Leadership, GMF*

Dr. Elandre Dedrick will welcome participants and provide a brief orientation on the four working groups for the second day of the Inclusive Leadership Summit. The working groups will focus on inclusion in the policy workforce.

9:00am – 11:00am **Working Groups: The Policy Workforce**  
*\*Emily Benavides is a panelist in Working Group #3*

This session will include four working groups. Each group will begin with a presentation by the facilitators. Participants in their working groups will then address questions such as: What would work best in my context? Where should I focus my leadership and energy to have the greatest impact?

*Working Group #3: Policy Environment: Building a Supportive Environment for Minority Policy Engagement*

*Emily Benavides, Deputy Communications Director for U.S. Senator Rob Portman*  
*Roland Ferkovics (TILN '16), Policy and Advocacy Officer Roma Education Fund*  
*Eddie Sherman (MMF '10), Principal at Hilltop Public Solutions*

This working group explores the wider operating environment. We consider cultural and policy trends, and how to ensure a supportive community and environment for minority leaders working in the field of political inclusion, as well as more broadly for minority engagement in political processes. Participants will consider specific strategies and techniques for fostering increased minority political engagement.

11:00am – 11:30am Coffee Break

11:30am – 12:15pm Perspective Exchange

*Dr. Elandre Dedrick, Mellon Public Fellow and Program Officer, Leadership Programs, GMF*

Dr. Elandre Dedrick will facilitate a report back from the working groups and offer a perspective on inclusive policymaking. This will allow the participants to learn the most essential takeaways from the working groups they did not attend. He will bring his own experiences with urban policy design to bear and will crystalize the learnings for the benefit of all.

12:15pm – 1:30pm Working Lunch: Inclusion across Geographies

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**1:30pm – 3:30pm**      **Working Groups: How to Get There: Civically Active and Engaged Citizens**

Working Group #4: Personal Empowerment and Emotional Intelligence

Empowerment begins with ourselves; when our emotional intelligence is developed, we are better able to include and empower others. This session provides a high-level overview of how Emotional Intelligence can foster inclusion among diverse stakeholders across sectors and diversity factors. Participants will learn new techniques to reduce bias and foster inclusive collaboration in their engagements.

**4:00pm – 5:00pm**                      **Perspective Exchange**

Dr. Dedrick will provide the four break out group participants with an opportunity to report back to the plenary about their facilitated discussions on civic participation, creating resilient communities, engagement through tech and personal empowerment.

**5:00pm – 5:30pm** *Emily Benavides transports back to BoB Hotel.*

**7:40am – 8:40am** *Emily Benavides and participants transport to Chateau Ladoucette.*

8:40am – 9:00am *Welcome Coffee*

*Aude Lavail-Lagarde, Mayor of Drancy, France*

The Mayor of Drancy, France, Mayor Lavail-Lagarde, will speak on community activism efforts undertaken in Drancy, and how those efforts affected civic engagement.

**10:30am – 10:45am**                      **Coffee Break**

**10:45am – 12:00 pm**                      **Plenary: Having a Vision and Making it Happen**

*Said Abdu (TILN '16, MMF '18), Founder, Westwork; former member of the Swedish Parliament (Liberal Party)*

*Mei Ling Liem (MMF '12), Advisor to the City Board of Mayor and Aldermen, Amsterdam*

*Dr. Mischa Thompson, Director of Global Partnerships, Policy, and Innovation at the Commission on Security and Cooperation in Europe (U.S. Helsinki Commission)*

This plenary features government leaders who have successfully envisioned and met inclusivity goals. How does this play out, and what is the impact on governance? How do/did the panelists as diverse members of a legislature, or advisors, bring unique perspectives and deliver results?

**12:00pm – 1:15pm**                      **Working Lunch: Inclusive Policymaking Strategies**

*Rayed Chaibi, Municipal Councilor, Drancy, France*

Councilor Chaibi will lead a discussion on crafting policies that take the needs of varied interests into account. How do we make policy that is effective yet equitable?

**1:15pm – 2:15pm**                      **Visioning**

*Ufuk Kâhya (TILN'14), City Council Member 's-Hertogenbosch, The Netherlands*

Based on what the participants have learned, what priorities will they set to move the dial on inclusivity in representation in their own locality, region, nation, and what strategies and tools will they use to carry this out? These facilitated sessions will be organized in groups of 3-4 participants working together to realistically set goals. What is holding us back - what is helping us to move forward - what do you need to make it happen

**2:15pm – 3:30pm**                      **Concluding Remarks: Inviting us Forward**

*Kevin Cottrell, Director, Leadership Programs, GMF*

*Lora Berg, Counselor for Inclusive Leadership, GMF*

Kevin Cottrell and Lora Berg will discuss how we keep the inclusion agenda moving forward, in a rapidly changing world. This debrief will focus on lessons learned from the Summit, exchange ideas on potential improvement or changes, and opportunities for future coordination.

**3:30pm**                                      **End of Summit**

**3:30pm - 4:30pm**                      *Emily Benavides transports back to BoB Hotel with participants.*

**Saturday, September 21**

**8:00am**                                      *Emily Benavides departs from the Inclusive Leadership Summit on individual itinerary.*

**Sunday, September 22**

**8:45am**                                      *Emily Benavides departs Charles de Gaulle Airport Paris, France on Brussels Airlines Flight 3632.*

**2:20pm**                                      *Emily Benavides arrives in IAD on Brussels Airlines Flight 8801.*

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of the United States  
**STRENGTHENING TRANSATLANTIC COOPERATION**

June 21, 2019

Ms. Emily Benavides  
Deputy Communications Director  
Senator Rob Portman  
448 Russell Senate Office Building  
Washington, DC 20510

Dear Ms. Benavides:

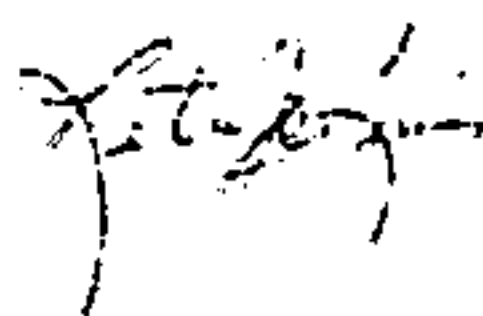
On behalf of the German Marshall Fund of the United States (GMF), we cordially invite you to give remarks at the **2019 Inclusive Leadership Summit – Achieving Political Inclusion** in Paris, France from **September 18 - 21, 2019**.

The signature workshop of GMF's Paris-based Inclusive Leadership Hub, the Inclusive Leadership Summit convenes annually up to 50 rising leaders from both sides of the Atlantic to engage on state-of-the-art practices for inclusive democratic practices. With a focus on knowledge sharing and dialogue, the summit shapes pathways for emerging talent of diverse backgrounds to advance across sectors and leads to enhanced connectivity and collaboration among next generation leaders in the Europe and the United States.

The program will begin on September 18 with a series of meetings with rising political leaders in the suburbs of Paris, followed by two days of intensive workshops and visioning sessions. U.S. participants will depart on the morning of September 21. We are pleased to offer you roundtrip economy class airfare and accommodations.

If you have any questions, please feel free to contact me by telephone at 202-683-2941 or email at [congressionalaffairs@gmfus.org](mailto:congressionalaffairs@gmfus.org). We hope to welcome you as a participant in this year's summit.

Sincerely,



Reta Jo Lewis, Esq  
Senior Fellow and Director of Congressional Affairs

1744 R Street NW  
Washington, DC 20009  
T +1 202 683 2650 | E. [info@gmfus.org](mailto:info@gmfus.org) | Twitter: [gmfus](https://twitter.com/gmfus)  
<http://www.gmfus.org>

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The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

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☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**- OR -**

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

**- OR -**

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**  
If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The German Marshall Fund is responsible for all aspects of the Inclusive Leaders Summit and conducting this trip, including the recruitment of participants and the planning of the trip and summit agenda. GMF is the sole sponsor of this trip.

The German Marshall Fund seeks to strengthen understanding and awareness between the U.S. and Europe on shared issues and challenges. This summit brings together rising leaders from both sides of the Atlantic to engage on state-of-the-art practices for inclusive democratic practices.

GMF has organized and sponsored annual congressional study tours at both the Member and staff level on topics like foreign policy, trade, energy, and security for over 15 years. GMF most recently sponsored travel for Senate participants in June 2019 for the Brussels Forum.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

GMF publishes policy briefs on a range of issues, convene conferences that bring together leaders from a range of backgrounds, and provides experts to brief Congress.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$850 (round-trip economy class airfare/. \$100 ground transportation from and to airport)	\$714	\$525	None

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

a) Without regard to congressional participation.

18. Reason for selecting the location of the event or trip

GMF's Inclusive Leadership Hub is located in and primarily works in Paris. The Inclusive Leadership Hub has a strong network of policy makers and community leaders in Paris that will be involved in the summit.

19. Name and location of hotel or other lodging facility:

BOB Hotel, 30 Rue Pernety, 75014 Paris

20. Reason(s) for selecting hotel or other lodging facility:

The BOB Hotel was chosen according to the event budget, and for its proximity to event spaces.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

**Inclusive Leadership Summit participants receive the same meals and lodgings throughout the summit.**

**Lodging cost and food costs are at or under federal per diem costs.**

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first-class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary;

Economy class round-trip airfare will be provided. Ground transportation from and to the Paris airport will be provided by minibuses for participants.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: James P. O'Leary

Name and Title: Dr. Karen Donfried

Name of Organization: German Marshall Fund of the United States

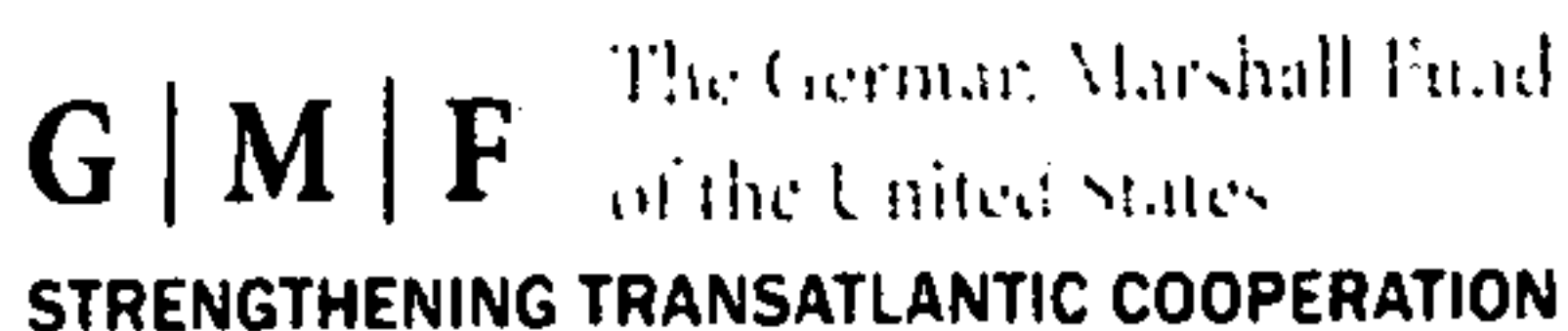
Address: 1744 R Street NW Washington, DC 20009

Telephone Number: 202-683-2650

Fax Number: 202-265-1662

E-mail Address: [kdonfried@gmfus.org](mailto:kdonfried@gmfus.org)





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## Inclusive Leadership Summit Achieving Political Inclusion

## Paris, France

September 18-20, 2019

## Agenda

Tuesday, September 17

**5:20pm** *Participants depart on individual itineraries*

Wednesday, September 18

**6:55am**

*Participants arrive in Paris on individual itineraries*

**Location TBD**

**1:00pm - 4:00pm**

**GMF-U.S. Helsinki Commission dialogue with young diverse leaders from Paris suburbs**

**Topic:** Transatlantic perspectives on political inclusion

**6:30pm – 7:00pm**

## Arrivals

**7:00pm – 7:30pm**

## Welcome and Keynote

**Topic: Making the Case: Political Inclusion to Strengthen our Democracies**

**Kevin Cottrell (MMF '08), Director, GMF Leadership Programs**

**Christiane Taubira, Former French Minister of Justice (invited)**

**Ufuk Kâhya (TILN '14), Deputy Mayor, Municipality of 's-Hertogenbosch**

**Touch Point: Is there a New Politics for our Time? If Yes, how does this Connect to Inclusivity?**

**Mounir Mahjoubi (MMF '14), député LREM**

**7:30pm – 8:15pm**

## Evening Session

*Women in Political Leadership: North American and European Strategy Exchange*





How do we get people excited about engaging in political processes, and ensure access so that all can communicate effectively with elected leaders -- ranging from youth, newcomers, and working people to the elderly? How do we ensure that our democratic elections include the whole population, rather than a select few?

*Working Group #2: Co-Creating Resilient, Equitable, and Empowered Communities*

*Cristina Aguilar (MMF '14), Founder and President, Aguilar Strategies*

In this session, we will discuss strategies for creating and sustaining inclusive coalition tables and diverse leadership benches; working with uncommon allies; and ensuring policies that reflect and include the most impacted communities in transformational ways. We'll discuss successful U.S. movements such as Black Lives Matter, Undocumented "Dreamers", and the movement for Reproductive Justice, each of which centers the most impacted at both grassroots to grassroots levels to catalyze cultural, narrative and policy shifts. We'll discuss the applicability of these movements to participants' work, employing power mapping to dream of actions in real time. Participants will leave with concrete actions and resources for ensuring power building that is authentic and impactful.

*Working Group #3: Political Engagement through Tech*

*Benjamin Hernandez (MMF '17), Founder and CEO, Human Age Digital*

To achieve political inclusion, we need to understand how technology is being used to reach and persuade population groups. This session will consist of two parts. Part One: The emerging use of social media by political and advocacy campaigns in Europe and the U.S. to influence and persuade. Part Two: An interactive simulation where participants will take concepts learned in Part One to reach a desired outcome. Participants will then debrief on the advantages and disadvantages of deploying tech for political inclusion.

*Working Group #4: Personal Empowerment and Emotional Intelligence*

*Nadja El Fertasi (MMF '18), CEO/Founder, EQ (Emotional Intelligence Coaching)*

Empowerment begins with ourselves; when our emotional intelligence is developed, we are better able to include and empower others. This session provides a high-level overview of how Emotional Intelligence can foster inclusion among diverse stakeholders across sectors and diversity factors. Participants will learn new techniques to reduce bias and foster inclusive collaboration in their engagements.

3:30pm – 4:00pm	Coffee Break
4:00pm – 5:00pm	Reconvene and Debrief
5:00pm	End of Day

Friday, September 20

*Location: Drancy*

8:45am – 9:00am	Arrival and Welcome Coffee
9:00am – 10:30am	Welcome from Drancy Mayor and Drancy Community Activists
10:30am – 10:45am	Coffee Break



## Plenary: Having a Vision and Making it Happen

This plenary features government leaders who have successfully envisioned and met inclusivity goals. How does this play out, and what is the impact on governance? How do/did the panelists as diverse members of a legislature, or advisors, bring unique perspectives and deliver results?

**Lunch and Visioning Sessions (small groups, with all facilitators)**

**1:30pm – 2:15pm**

## Report Back

### Concluding Remarks

## End of Summit

12:25pm

*Participants depart from Paris on individual itineraries*

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